

# QuarkXPress 4.0 Shortcuts

for Macintosh

## File Menu

New	⌘-N
Open	⌘-O
Close	⌘-W
Close All	⌘-⌘-W
Save	⌘-S
Save As	⌘-⌘-S
Get Picture/Text	⌘-E
Document Setup	⌘-⌘-⌘-P
Save Text	⌘-⌘-E
Save as EPS	⌘-⌘-⌘-S
Print Setup	⌘-⌘-P
Print	⌘-P

## Edit Menu

Undo	⌘-Z
Cut	⌘-X
Copy	⌘-C
Paste	⌘-V
Select All	⌘-A
Find/Change	⌘-F
General Preferences	⌘-Y
Typographic Preferences	⌘-⌘-Y
Application Preferences	⌘-⌘-⌘-Y
Trapping Preferences	⌘-⌘-F12
Style Sheets	⌘-F11
Colors	⌘-⌘-⌘-F12
H&Js	⌘-⌘-⌘-H; ⌘-⌘-F11

## Style for Text (Content tool)

Size	⌘-⌘-\
Type:	
Plain	⌘-⌘-P
Bold	⌘-⌘-B
Italic	⌘-⌘-I
Underline	⌘-⌘-U
Word Underline	⌘-⌘-W
Strike Thru	⌘-⌘-/
Outline	⌘-⌘-O
Shadow	⌘-⌘-S
All Caps	⌘-⌘-K
Small Caps	⌘-⌘-H
Superscript	⌘-⌘-+
Subscript	⌘-⌘-hyphen
Superior	⌘-⌘-V
Character	⌘-⌘-D
Alignment:	
Left	⌘-⌘-L
Right	⌘-⌘-R
Centered	⌘-⌘-C
Justified	⌘-⌘-J
Forced Justify	⌘-⌘-⌘-W
Leading	⌘-⌘-E
Formats	⌘-⌘-F
Rules	⌘-⌘-N
Tabs	⌘-⌘-T

## Style for Pictures (Content tool)

Negative	⌘-⌘-hyphen
Normal Contrast	⌘-⌘-N
High Contrast	⌘-⌘-H
Posterized Contrast	⌘-⌘-B
Other Contrast	⌘-⌘-C
Other Screen	⌘-⌘-S

## Item Menu

Modify	⌘-M
Frame	⌘-B
Runaround	⌘-T
Duplicate	⌘-D
Step and Repeat	⌘-⌘-D
Delete	⌘-K
Group	⌘-G
Ungroup	⌘-U
Lock/Unlock	F6
Space/Align	⌘-,
Bring to Front	F5
Bring Forward	⌘-F5
Send to Back	⌘-F5
Move Backward	⌘-⌘-F5

## Page menu

Go to Page	⌘-J
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## View Menu

Fit in Window	⌘-O (zero)
Actual Size	⌘-1
Show/Hide Guides	F7
Snap to Guides	⌘-F7
Show/Hide Baseline Grid	⌘-F7
Show/Hide Rulers	⌘-R
Show/Hide Invisibles	⌘-I
Show Measurements	⌘-⌘-M

## Utilities Menu

Check Spelling:Word	⌘-L
Check Spelling:Story	⌘-⌘-L
Check Spelling:Document	⌘-⌘-⌘-L
Suggested Hyphenation	⌘-H
Font Usage	F13
Picture Usage	⌘-F13

## Tabs, Rulers & Guides

Remove all tabs	⌘-click in tab ruler
Delete all guides	⌘-click in ruler

## Moving selections with Item Tool

Left/right 1-pt	← / →
Left/right .1-pt	⌘-← / ⌘-→
Up/down 1-pt	↑ / ↓
Up/down .1-pt	⌘-↑ / ⌘-↓

## Miscellaneous

Select hidden items	⌘-⌘-⌘-click
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## Lines: Widths and Lengths

Increase preset range	⌘-⌘->
Increase 1-pt increment	⌘-⌘-⌘->
Decrease preset range	⌘-⌘-<
Decrease 1-pt increment	⌘-⌘-⌘-<
Other Width	⌘-⌘-\
Constrain angle (45°, 90°)	⌘-drag
Constrain to same angle	⌘-⌘-drag

## Moving Around document

Go to page	⌘-J
Scroll up one page	Page up; ⌘-K
Scroll down one page	Page down; ⌘-L
Scroll to first page	⌘-Home
Scroll to last page	⌘-End
Scroll to previous page	⌘-Page up
Scroll to next page	⌘-Page down
Scroll with grabber hand	⌘-drag
Live scroll if deselected	⌘-drag scroll box

## Zooming/Magnification

View Percentage field	⌘-V
Actual size/Fit in window (Caps lock on)	⌘-click
Toggle 100%/200%	⌘-⌘-click
Zoom in	⌘-click
Zoom out	⌘-⌘-click
Fit in Window	⌘-O (zero)

## Picture Box Modifications

Constrain box shape	⌘-drag
Maintain aspect ratio	⌘-⌘-drag
Scale box & picture	⌘-drag
Scale box & picture and constrain	⌘-⌘-drag
Scale picture & maintain aspect ratio of both	⌘-⌘-⌘-drag
Center picture	⌘-⌘-M
Fit picture exactly to a box	⌘-⌘-F
Fit picture to box maintaining aspect ratio	⌘-⌘-⌘-F



Digital Training & Designs, Inc.  
(972) 407-9303  
www.digitrain.com

## LEGEND

⌘	Command	←	Left arrow
⌘	Option	→	Right arrow
⌘	Shift	↑	Up arrow
⌘	Control	↓	Down arrow